

**DOWNTOWN DEVELOPMENT AUTHORITY
REGULAR MEETING AGENDA—**

Wednesday, September 11, 2019 at 6:30 pm

Governmental Center, 315 Bridge Street

Board Members - Please notify The Chair or Village Office if you will not be attending

1. Call to Order / Roll Call
2. Approval of Agenda
3. Approval of Minutes of Regular Meeting of August 14, 2019
4. Public Comments- Citizen Comments
5. New Business
 - i. **DDA Board training - DDA 101 & open meetings act**
 1. **DDA 101- NLEA**
 2. **Open meetings act -Caroline**
6. Treasurer's Report
 - a. Financials –attached separately
7. Sub Committees
 - a. Events/Marketing Committee
 - i. Events / Marketing Business
 - ii. Autumn event
 - iii. Pitch night
 - b. Ames st project Committee (infrastructure)
 - i. Infrastructure Business
 - c. River st committee
- i. River street Business
8. Unfinished Business
 - a. Project Updates (If needed)
 - i. TC to Charlevoix Trail
 - ii. Elk Rapids/Suttons Bay Ferry
 - iii. Elk Rapids Broadband
 - iv. Bike Parking area – Dexter & River st corner – Grant, design, rack approved
 - v. **Holiday décor committee update**
 - vi. Consumers Energy Tree planting grant- coordination with DPW & Beautification & DDA- update
9. Board Comments
10. Adjournment

The Mission Statement of the DDA is:

The DDA will be the catalyst for enhancing the overall health of the business community while preserving the character and supporting commerce in Elk Rapids.

The Vision Statement of the DDA is:

Creating a vibrant sustainable place where people and business thrive.

Conflict of Interest Statement:

ANY DDA MEMBER WHO BELIEVES THAT HE OR SHE HAS A CONFLICT OF INTEREST REGARDING ANY ITEM ON THIS AGENDA SHALL SO STATE THAT CONFLICT. DOES ANY MEMBER BELIEVE THEY HAVE A CONFLICT OF INTEREST REGARDING ANY ITEM ON THIS AGENDA?

Elk Rapids Downtown Development Authority
Regular Meeting Minutes
August 14, 2019
Government Center
315 Bridge St., Elk Rapids MI

Called to order 6:30 P.M.

PRESENT: Chair – Steve Thomas, Brian Scram, Sharon Fitzpatrick, Karen Simpson, Eric Ray, Kathy Wittbrodt, Christine Petersen, Rick Bellingham, Village President Jim Janisse, Assistant Village Manager/Clerk Caroline Kennedy.

EXCUSED: Becky Lancaster

Also present: 2 citizens

MOTION by FITZPATRICK, second by PETERSEN to approve agenda as presented. All those present voting yes. **MOTION CARRIED.**

MOTION by PETERSEN, second by WITTBRODT, to approve the July 10, 2019 minutes of the Regular Meeting. All those present voting yes. **MOITON CARRIED.**

PUBLIC COMMENTS – CITIZEN COMMENTS: None.

TREASURERS REPORT: Received.

SUB COMMITTEES:

Events/Marketing Committee – Fall event planned
Farmers Market will move to 130 River St. for fall
Ames St. Project Committee – Update by Thomas
River St. Committee – Update by Wittbrodt

NEW BUSINESS:

MOTION by WITTBRODT, second by BELLINGHAM to approve \$750.00 toward the purchase of 20 trees through the matching grant in coordination with the Consumers Energy Tree Planting grant.

Roll call: Ayes – Scram, Simpson, Bellingham, Thomas, Petersen, Fitzpatrick, Ray, Wittbrodt;
Nays – None; Abstain – Janisse. **MOTION CARRIED.**

UNFINISHED BUSINESS:

Project updates:

TC to Charlevoix Trail – Received by C. Kennedy
Elk Rapids/Suttons Bay Ferry – Received by Bellingham
Elk Rapids Broadband – No update
Bike Parking Area – Update by Thomas
Holiday Décor committee – Update received by Simpson
DDA Board Training will take place Wednesday, September 11,2019.

Board Comments: Thomas spoke to the Commission about a CDC conference???

Motion by Wittbrodt, second by Fitzpatrick to adjourn meeting at 7:00 p.m. **MOTION CARRIED.**

Village of Elk Rapids
Downtown Development Authority
Revenue vs. Expense Report
as of August 31, 2019

GL NUMBER	DESCRIPTION	2019-20		ACTIVITY FOR		% BDGT USED
		AMENDED BUDGET	YTD BALANCE 08/31/2019	MONTH 08/31/2019	AVAILABLE BALANCE	
Fund 791 - DDA TIFA DISTRICT						
Revenues						
Dept 000						
791-000-671-000	FACADE GRANT DEPOSIT	0.00	177.20	0.00	(177.20)	100.00
791-000-671-400	MISCELLANEOUS	0.00	2,893.00	375.00	(2,893.00)	100.00
791-000-672-000	INTEREST	140.00	25.50	0.00	114.50	18.21
791-000-690-700	FROM/101/204/228/DDA TIFA D2	56,900.00	0.00	0.00	56,900.00	0.00
791-000-691-100	COUNTY TIFA TAX D2	38,100.00	39,333.90	0.00	(1,233.90)	103.24
791-000-691-113	TOWNSHIP TIFA TAX D2	6,600.00	6,802.87	0.00	(202.87)	103.07
791-000-691-200	LIBRARY TIFA TAX D2	2,600.00	2,690.73	0.00	(90.73)	103.49
791-000-692-300	FROM/101/204/228/DDA TIFA D3	15,100.00	0.00	0.00	15,100.00	0.00
791-000-693-000	TOWNSHIP TIFA TAX D3	2,600.00	2,177.90	0.00	422.10	83.77
791-000-693-200	LIBRARY TIFA TAX D3	1,000.00	861.26	0.00	138.74	86.13
791-000-699-000	PRIOR YR/ENDING CASH BALANCE	60,000.00	0.00	0.00	60,000.00	0.00
Total Dept 000		183,040.00	54,962.36	375.00	128,077.64	30.03
Expenditures						
Dept 791 - DDA TIFA DISTRICT						
791-791-801-000	ATTORNEY	500.00	0.00	0.00	500.00	0.00
791-791-803-000	AUDITOR	1,040.00	457.60	0.00	582.40	44.00
791-791-804-100	PROFESSIONAL SERVICES/EDC	30,000.00	7,437.54	0.00	22,562.46	24.79
791-791-818-500	PROF SVC/SOFTWARE/SUPPORT	900.00	1,154.51	0.00	(254.51)	128.28
791-791-864-000	TRAINING/CONFERENCES	200.00	127.50	0.00	72.50	63.75
791-791-885-200	DDA - INFRASTRUCTURE	8,000.00	950.00	0.00	7,050.00	11.88
791-791-885-300	DDA - EVENTS	3,000.00	2,011.65	0.00	988.35	67.06
791-791-885-400	DDA - BUSINESS DEVELOPMENT	3,000.00	0.00	0.00	3,000.00	0.00

Village of Elk Rapids
Downtown Development Authority
Revenue vs. Expense Report
as of August 31, 2019

GL NUMBER	DESCRIPTION	2019-20		ACTIVITY FOR		AVAILABLE BALANCE	% BDGT USED
		AMENDED BUDGET	YTD BALANCE 08/31/2019	MONTH 08/31/2019	BALANCE		
791-791-900-000	PRINTING & PUBLICATION	200.00	0.00	0.00	200.00	0.00	0.00
791-791-956-000	MISCELLANEOUS	500.00	3,419.52	2,865.13	(2,919.52)	683.90	683.90
791-791-960-500	TO/GEN/101/ADMIN	1,000.00	0.00	0.00	1,000.00	0.00	0.00
791-791-966-500	ATT.16 REIMB. TWP.	1,575.00	0.00	0.00	1,575.00	0.00	0.00
791-791-966-510	ATT.16 REIMB. LIBRARY	240.00	0.00	0.00	240.00	0.00	0.00
791-791-967-520	ATT.16 REIMB. COUNTY	3,300.00	0.00	0.00	3,300.00	0.00	0.00
791-791-968-530	TO/GEN/101/ATTACHMENT 16	3,500.00	0.00	0.00	3,500.00	0.00	0.00
791-791-968-540	TO/MUNI STR/204/ATTACHMENT 16	1,400.00	0.00	0.00	1,400.00	0.00	0.00
791-791-968-550	TO/WASTE COLLECT/228/ATTACHMENT 16	400.00	0.00	0.00	400.00	0.00	0.00
791-791-992-000	DEBT/PRIN/LAKE/LOOMIS	40,000.00	0.00	0.00	40,000.00	0.00	0.00
791-791-992-100	DEBT/INT/LAKE/LOOMIS	12,615.00	6,307.50	0.00	6,307.50	50.00	50.00
Total Dept 791 - DDA TIFA DISTRICT		111,370.00	21,865.82	2,865.13	89,504.18	19.63	19.63
Fund 791 - DDA TIFA DISTRICT:							
TOTAL REVENUES		183,040.00	54,962.36	375.00	128,077.64	30.03	30.03
TOTAL EXPENDITURES		111,370.00	21,865.82	2,865.13	89,504.18	19.63	19.63
NET OF REVENUES & EXPENDITURES		71,670.00	33,096.54	(2,490.13)	38,573.46		